

## Regional Education Center Uniform Standards and Requirements

These uniform standards and requirements must be followed in establishing and operating the regional education centers (RECs), mandated by the 2005 Education and Economic Development Act (EEDA).

### **Regional Education Center Advisory Board**

- Each regional education center advisory board (RECAB) will be composed of members per EEDA statute with at least 50% business representation as defined by the Workforce Investment Area (WIA) guidelines. The Advisory Board will have a minimum of 14 members and a maximum of 28 members.
- The RECAB membership must be representative of the ethnic, gender, rural, urban, and business diversity of the Region. In multi-county regions, business representation must include at least one member from each county.
- Each RECAB will elect a chair, vice chair, treasurer, and secretary. The chair and vice chair are to be selected from the business representation.
- Each RECAB will hold, at a minimum, quarterly meetings with minutes forwarded to all participants, partners, and the Education and Economic Development Act Coordinating Council (EEDACC).
- Each RECAB will have an executive committee comprised of the chair, vice chair, treasurer, secretary, regional education center coordinator, and two at large members selected from the RECAB membership. Business representation must be at least 50%.
- All RECAB meetings will adhere to the most current edition of *Robert's Rules of Order* (10th Edition, 1996).
- Each RECAB will oversee its own financial budget and provide financial updates at each regularly scheduled meeting.
- Each RECAB will establish (in concurrence with the EEDACC) annual goals that are pertinent to its specific needs and will report progress towards the established goals twice a year to the EEDACC.
- Each RECAB will establish finance, needs, partner, public awareness, and virtual subcommittees and create other subcommittees, as it deems necessary.

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- Each RECAB will hire a regional education center coordinator to fulfill the requirements of the EEDACC-developed job description and designate the location where this person(s) is housed.
- Each RECAB will select, with EEDACC concurrence, a lead partner in its region.
- Each RECAB will ensure compliance with all goals, reporting requirements, and auditing schedules.
- Each RECAB will identify and routinely evaluate REC users' needs.
- Each RECAB will designate attendees to EEDACC facilitated statewide "best practice" meetings.
- Each RECAB will identify and designate partners for services to student and adult REC users for career planning, employment seeking, and job training.
- Each RECAB will identify and designate partners to provide information to REC users for educators' professional development, school district compliance and accountability to EEDA provisions, employer-education partnerships, and employer career-oriented learning/training.
- Each RECAB will ensure that its user needs are being met by its partners and will submit a completed standard status report to the EEDACC twice a year.
- Each RECAB will assist in the facilitation and coordination of business/education connections and workforce education.
- Each REC Advisory Board will develop (with EEDACC guidance for statewide consistency) and maintain its own WEB page and will foster "virtuality" with partners and users.

## **Virtual REC**

- Each virtual REC will maintain a listing and contact information for its RECAB members, regional partners, and the regional education center coordinator.
- Each virtual REC will post an overview of its mission.
- Each virtual REC will identify (and provide web link to) which partners to contact for a given service or needed information.
- Each virtual REC will provide for the submittal of questions by users.

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## **REC Lead Partner**

- Each REC lead partner (RECLP) will be the central point of contact and will be responsible for providing the REC with fiscal agent services.
- Each RECLP will provide administrative support for the RECAB.
- Each RECLP will assist in developing and maintaining the REC Web site.
- Each RECLP will facilitate user access to the REC Web site.
- Each RECLP will provide needed service and information.
- Each RECLP will link to the REC Web site.

## **REC Partners**

- Each REC Partner will provide needed service and information.
- Each REC Partner will link to the Regional WEB site.
- Each REC Partner will facilitate user access to the WEB site.

## **Regional Education Center Coordinator**

- Each regional education center coordinator will coordinate career-oriented learning, career development, and post-secondary transitions in his or her region.
- Each regional education center coordinator will prepare and present status reports to the RECAB.
- Each regional education center coordinator will attend and participate in the quarterly EEDACC-facilitated statewide “best practice” meetings.
- Each regional education center coordinator will maintain the REC records.
- Each regional education center coordinator will establish and maintain an extensive local network of customers and suppliers.

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- Each regional education center coordinator will work collaboratively with other RECs and the EEDACC.
- Each regional education center coordinator will foster public awareness of the REC.

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